NEW JERSEY DEPARTMENT OF HEALTH & SENIOR SERVICES HUMAN RESEARCH ETHICS PROGRAM

INTRAMURAL IRB APPLICATION SUBMISSION FLOWCHART

STEP 1	STEP 2	STEP 3	STEP 4
PRINCIPAL INVESTIGATOR	PRINCIPAL INVESTIGATOR'S SUPERVISOR	PRINCIPAL INVESTIGATOR'S ASSISTANT/DEPUTY COMMISSIONER	DHSS HUMAN RESEARCH ETHICS PROGRAM
Items to be Submitted to	Responsibilities:	Responsibilities:	Responsibilities:
Principal Investigator's Supervisor: IRB Checklist (OC-40) Assurance for the Ethical Conduct of Research (OC-41) IRB application Protocol Consent/Assent Forms Recruitment Materials Instruments Grant or Contract Curriculum Vitas CITI certificate Recommendation: During the early planning stages of your research project consult HREP personnel who	Review IRB application materials to determine if: 1) the project is scientifically valid, 2) relevant to DHSS' mission and 3) the project is permissible. The Principal Investigator's Supervisor certifies these elements by signing form OC-37 and sending the IRB application materials to their Assistant or Deputy Commissioner.	Review IRB application materials to determine if: 1) the project is scientifically valid, 2) relevant to DHSS' mission and 3) the project is permissible. The Principal Investigator's Assistant/Deputy Commissioner certifies these elements by signing form OC-37 and sending the IRB application materials to HREP.	Review IRB application materials for completeness and conduct an Ethics & Regulatory Assessment. HREP personnel will work directly with the Principal Investigator to address and resolve any ethical or regulatory issues. Upon approval HREP will submit the completed IRB Application to the Department's IRB. *The IRB will only accept IRB applications submitted from HREP with an HREP certification letter.

will provide guidance on research determinations, the level of IRB review (exempt, expedited or full board), consent/assent forms, recruitment materials and completing the IRB application.